



Role Profile – Health & Inclusion Coordinator

Job title:	Health & Inclusion Coordinator
Location:	Deva Stadium and session venues
Hours (per week):	Up to 16 hours
Contract type:	Fixed term (six months from start date)
Salary:	£10.00 to £12.50 per hour dependent upon experience
Responsible to:	Chief Executive

Chester FC Community Trust is the charity partner of Chester Football Club. We use the power of sport and appeal of Chester FC to improve and enhance the lives of communities in Chester and Cheshire West, delivering sport, education, health and social inclusion projects and activities to people of all ages and abilities.

This is an exciting period for the Community Trust as we continue to expand our work and prepare to move into a new £1.8m community sports hub in Blacon. We are now looking to recruit a Health & Inclusion Coordinator.

Purpose

- Coordinate and deliver a range of health, inclusion and equality projects in Chester and the surrounding areas, building upon the existing programme and developing new activities.
- Work with partners to identify opportunities for the charity to achieve positive changes in the lives of under-represented or vulnerable groups.
- Support the CEO with seeking funding opportunities to ensure the programme remain sustainable and reporting to funders.

Responsibilities

- To plan and deliver a programme of health and inclusion projects and activities for a diverse range of participants and community groups, including walking football, mental health football and sporting reminiscence.
- To lead on existing sessions to grow these and develop new ideas for projects and activities in response to local needs.
- Network with community groups and key partners to encourage new participants to the programme.
- Work with the CEO and Trustees to seek funding opportunities to ensure the sustainability of the programme.
- To monitor and evaluate the programme to demonstrate outcomes and impact, including collecting data and completing reports for funders
- Undertake administrative tasks associated with the role, including organising sessions, taking registers and booking facilities.
- Effectively mentor and supervise support staff and volunteers involved in the delivery of activities.
- Develop and maintain relationships with partners, stakeholders and funders.
- Use social media channels to highlight the work of Chester FC Community Trust
- Act as an ambassador for Chester FC Community Trust be a positive role model at all times.

- Ensure all equipment is correctly set up, maintained and stored in a safe condition.
- To undertake continuous professional development (CPD) and attend relevant training courses.
- Understand and implement Chester FC Community Trust safeguarding policies and health and safety procedures.
- Respect the rights of all participants and ensure that their well-being and safety are considered at all times.
- Work in a flexible way and undertake any other duties not specifically covered in the job description as requested by the Chief Executive and Trustees.

Additional Information

- Ability to travel to and from venues with appropriate equipment is required.
- This post involves working with children and vulnerable adults and, if successful, we will seek character and professional references. You will also be subject to an enhanced Disclosure and Barring Service (DBS) checks.
- This post will involve evening and weekend work.

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances. Standards of competence for this post may be set at a future date.